

New Jersey Department of Transportation CORRECTIVE ACTION NOTICE

QUALITY MANAGEMENT SERVICES

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CAN No. CAN025

Approved: B. Strizki

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Bureau(s) Affected: All CPM Units
All Design Consultants

Description of Problem(s):

Section 9.2 of the NJDOT Procedures Manual governs the design of the Right of Way (ROW) documents. BDC97PR006 dated October 22, 1998 updated the procedures in this section including compliance with the Map Filing Law (MFL) N.J.S.A. 46:23-9.9 et seq. and N.J.A.C. 13:40-5.1 (minimum survey detail requirements as promulgated by the State Board of Professional Engineers and Land Surveyors).

By State statute, all projects that are to be advertised after July 1, 2001 must be in compliance with the MFL. The procedures in Section 9.2 require further clarification in order for the ROW designer to complete their ROW documents correctly and within the project schedule.

Corrective Action Plan:

In order to facilitate the design of the ROW documents and in compliance with the MFL, designers are responsible for the implementation of the following attachments. If the designer is unable to meet the requirements of the MFL, they must contact the Project Manager immediately.

Attachment 1

- Map Filling Guidelines

Attachment 2

- Description Writing Procedures for MFL

Attachment 3

- A Sample Metes and Bounds Description for Parcels to be Acquired.

Attachment 4

- Sample General Property Parcel Map (GPPM) plans (CADD files converted to PDF files on disc for use on the Department's Web Page) depicting the Department's requirements for compliance with the MFL.

Until these provisions are incorporated into the NJDOT Procedures Manual by the Configuration Management Unit, this Corrective Action Notice shall be in effect.

Implementation: Immediately